

***WA-Trans Steering Committee Meeting Notes
November 18, 2002***

Attendees:

Member	Association	Representing
Tareq Al-Zeer	WSDOT NW Region Maintenance and Operations	WSDOT
Holly Glaser	WSDOT NW Region Maintenance and Operations	WSDOT (alternate)
David Cullom	Washington Utilities and Transportation Commission	Utilities, Rail, WUTC
Eric Jessup	Project Manager of the Strategic Freight Transportation Analysis Project	Freight
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Linda Gurell	Pierce County GI S	West side local government (alternate)
Chuck Buzzard	Pierce County GI S	West side local government
Dan Dickson	CRAB	CRAB
Wendy Hawley	US Census Bureau	US Census Bureau
I an Von Essen	Spokane County GI S Manager	E-911
Dave Rideout	Spokane County Engineers GI S Manager	East side local government
Roland Behee	Community Transit of Spokane County	Transit
Lisa Stuebing	Mason County GI S Manager	West side local government
Carrie Wolfe	Washington Framework Coordinator	In her role as coordinator
Tami Griffin	WSDOT Geographic Services	WS-Trans (Project Manager), Facilitator

Not Attending:

Member	Association	Representing
Jerry Harless	Puget Sound Regional Council	MPO's
Dale Guenther	Regional Ecosystem Office (REO)	I R I C C
Joe Bowles	Walla Walla County Surveyor	East side local government
Not filled	Department of Natural Resources	

- Agenda:
1. Introductions and check-in
 2. Review Action I tems
 3. Tami's Report - Status,
 4. Discuss Administrative Assistance for Project
 5. Pierce County Web Application Demo
 6. Steering Committee Test Site and take breaks
 7. Review Pilot Work Flow and Pilot Work Plan
 8. Discuss Phase 1 Work Plan

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9. Lunch & Tour of Command Center
10. Review Risk Assessment Draft
11. Action Items Review
12. Meeting Review and Evaluation

The Action Items were reviewed:

- Tami has costs now for the Administrative Assistant
- Linda and Chuck determined minimum accuracy ranges for each business need as a first cut
- Linda and Chuck finished functionalities for each business need

Action Item – Steering Committee members need to review minimum accuracy ranges for agreement and functionalities for each business need

- Still need to make sure OGLC requirements are covered in the business needs document

Action Item – Nancy Tubbs will check with Dennis or Ed Arabus to see if they could assist with this

- All components of the Web application are nearly ready and will only be available to Steering Committee members initially
- Still need contact information from the Association of WA Cities

Action Item – Dan Dickson and Tami will check for contacts

- Still need DNR business needs input. Carrie made initial contact with Tim Young from WA Dept. of Fish & Wildlife

Action Item – Carrie will provide Tami with Tim's contact information

Tami's Status:

- New partners include Ferry Stevens, Lincoln and Pend Oreille Counties. Added Makah, Jamestown S'Klallam, and Samish Tribe. The Tulalip has expressed interest. Cowlitz may want to participate later. Also added the King County Metro T-Net project. This last addition is positive if they are successful, but there is skepticism as to whether they will succeed. However all agree that having one data source in King County is positive and that if the City of Seattle is as supportive as they told Tami they were that was a good thing.
- Announced upcoming opportunities to share: Presentation to combined MPO/RTPO/WSDOT Coordinating Committee on December 17. Also meeting with the WA Dept. of Military on December 18. Meeting with Port of Seattle on December 10. That conflicts with the Partner meeting. We may make that meeting shorter so Tami can spend more time at the other meeting.
- Nancy explained the goal of the combined Federal Meeting with the IRI CC in Vancouver on December 11. There are many Federal Agencies that are working on combined

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datasets, which could constitute a framework type layer. These are used once and thrown away. Dale would like to see there be some effort made to coordinate these activities with WA and OR. That is the goal of the meeting.

- Tami handed out new brochures and bookmarks for the project and copies of some new sections of the website which is being redeveloped. These new sections included FAQs, Acronyms, Links and the "Extra Mile" award for going the distance in assisting the project. Feedback was generally positive.

Action Item – Tami has asked committee members to provide links to local sites, additional FAQs and Acronyms that might be needed. She wants to get the site out after Thanksgiving!!

Action Item – Tami is to e-mail Holly brochures, bookmarks and posters for her GI S Day display. Carrie has also asked for copies of brochures.

Tami will be providing a presentation on the project at the upcoming MPO/RTPO/WSDOT meeting. She will also be attending a meeting with the Dept. of Military on Dec. 18th and hopes to attend at least part of a meeting with the Port of Seattle on Dec. 10th (same day as the WA-Trans Partner meeting). Dan Dickson suggested that we consider reaching out to the State Legislature for their business needs.

There is a Transportation Projects Summit meeting scheduled by IRI CC on Dec. 11th. This meeting is an effort to coordinate multiple projects that are occurring throughout OR and WA at the state and federal level. Opportunities to meet immediate transportation data needs will be explored in relation to the longer-term framework efforts.

Dave Rideout asked how the Ref. 51 failure would impact Tami's position and the project. Tami indicated that there are no changes as of yet. She is working to gain executive level attention to the project. Providing partner contribution information (time investments) will be important to the case.

Action Item – Steering Committee members need to track monthly time/travel investments on the new web application.

Tami told the committee that she has identified what she needs for the project. She needs an administrative assistant that has some skills in writing, note taking, setting up meetings, web site maintenance, looking for grant opportunities and drafting grant proposals. To get a half time administrative assistant at the level of a Secretary Admin or Office Assistant Senior costs between \$11,748 - \$17,903 annually. If she doesn't have help she has to slow down on other activities and the project takes longer, since she is the bottleneck. Tami feels that if someone wanted to learn project management that an

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internship could be worked out. There were several suggestions. It was agreed that some contacts for internships would be investigated.

Action Item – Holly, Tareq and Dave C. will give Tami the following contacts: Nick Chrisman (U of W), Community College Contacts, Chris Wayne (ESRI) (U of W certificate program), U of W Engineering Interns, Dale Evans School of Public Policy.

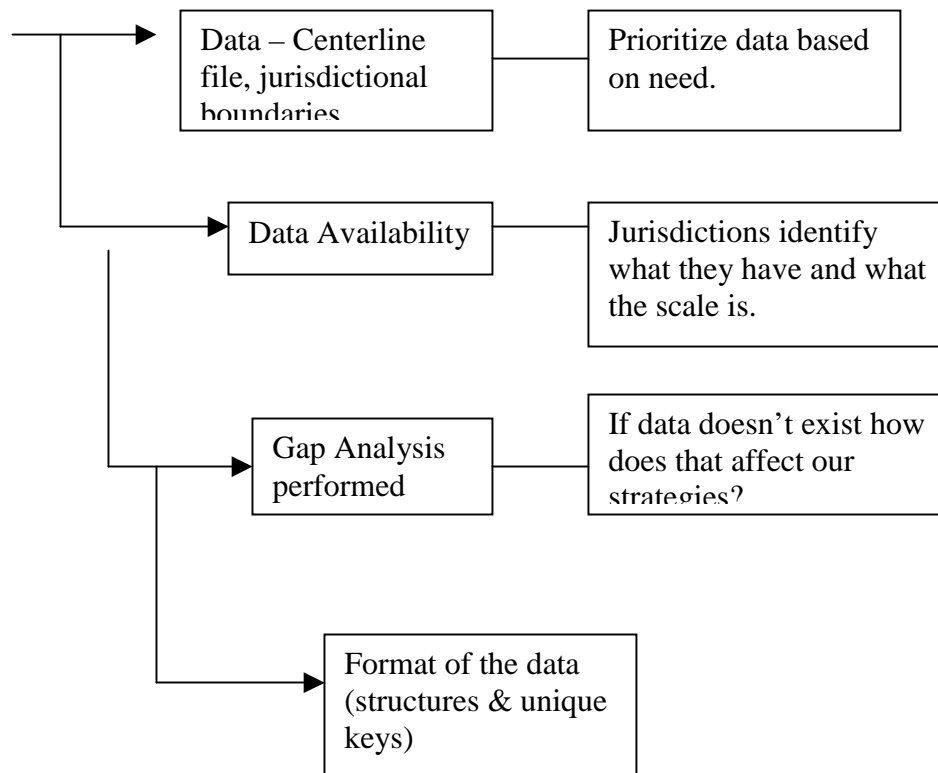
Action Item – Tami will prepare a job description (CQ) for the position

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Web Application Demo created by Pierce County:

Linda provided an overview to the group about the purpose of the web application. The application will help the Steering Committee to determine cross-sector business needs, priorities, data required, and data available. This initial analysis, aided by the web application, will then help the group move forward with a gap analysis, database design, and pilot projects.



Chuck provided a demonstration of the web application components. It includes several components including; Help pages, business need priority input pages, available data input pages, time/travel input pages, and standard reports. The application edits a live Access database.

Action Item – Chuck will fix a few bugs, add a Word report for Tami to stay current with the business needs document, add Chuck and Tami's contact information to the Help page, and add a "survey grade" radial button and larger scale choice.

Action Item – Once the application is finalized, Tami will input the Steering Committee Member partner information and send out the URL to Steering Committee members (target first week of December)

Action Item – Steering Committee members populate the web database with their priority ratings on all the business needs and input available data information before Jan 6th

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meeting. If a business need or partner information is to be added or modified, Tami will be the point of contact.

Action Item – It was agreed that the Federal partners would enter time data and then the data would be disregarded for summaries.

Action Item – Dan will send Tami Gavin Schrodes contact information.

Application or system errors should be reported to Chuck and data related errors should be reported to Tami. Some questions involve backups, which will be done weekly. Tami will be checking monthly for time updates and call members if they are not up-to-date.

The steering committee members did not test the application at the meeting due to a few bugs that were occurring.

Concern was expressed that we only had around 70% of business needs. This is a guess estimate but we are missing economic input. It was recommended that Tami speak with Karen Schmidt regarding FMSIB (Freight Mobility Strategic Investment Board), which may have some needs not identified.

Action Item – Eric will see about inviting Tami to a FMSIB meeting.

Review of Pilot Work Flow and Plan:

Tami reviewed the graphic of the pilot workflow and objectives of the pilot. Dan Dickson suggested that we consider starting to plan for the pilot(s) now and start the outreach for involvement. Wendy indicated that she is currently collecting information from the counties on their available and planned data.

Action Item – Wendy will provide Tami with the information she has collected from the counties and it will be provided at the Jan 6th meeting.

Phase 1 Work Plan:

Tami added in Implementation Plan (I-Plan) tasks. She also indicated that the data model and maintenance plan items are slipping.

Review of Risk Assessment Draft:

The group reviewed some of the High Risk exposure items and suggestions were made for some additional mitigation strategies. The suggestion was also made to review the possible problems/solutions chart from the previous project effort. Some of the suggestions included looking at non-disclosure laws (RCW 42.17). It was also suggested that state agencies seek legal agreement from the Attorney General's Office via their various Assistant Attorney's General regarding public disclosure laws as it related to data sharing

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and the framework. Might be useful to look at this through FMG. It was also suggested that a strategy for funding is to get commitment from state agencies to use the data long term. It was indicated that state agencies frequently wouldn't use local data, even though local data is better. If a pilot project was structure to facilitate vertical integration within a larger region that could meet a specific set of business needs from various state agencies it may generate better funding opportunities. I identify concerns across borders, such as freight mobility, natural or man made disasters that cross boundary lines. There were several other strategies that could be added for mitigation. It was suggested that this group go over this document at every meeting because of the valuable discussion it generates.

Action Item – Tami will update the Risk Assessment document based on discussion at the meeting. She will also review the previous problems/solutions information to incorporate any additional information.

Action Item – Tami will check with George Spencer to determine who and how we should pursue legal opinion from the Attorney General's Office on data sharing.

Action Item – Carrie will send Tami information on Lessons Learned from other Framework Project efforts.

Action Item – Steering Committee members will review the Risk Assessment Draft and provide feedback to Tami prior to the next meeting.

Agenda Items for Next Meeting:

1. Who are we missing for business needs?
2. Review information gathered from web application
3. Continue working on risk assessment
4. Discuss pilot concepts, area, and involvement including a survey with CRAB to determine data available, looking at Wendy's list to get data information, find out which state agencies would use data from a pilot. Look at potential use by legislature. Pilot should include how it is tests of data agreements, disclaimer and maintenance. Look at geographical areas of whom we might want involved.